



Old Shell Road Magnet School Parent-Student Handbook 2024-2025

Dr. Linda S. Byrd, Principal

A Mobile County Public Magnet School of Choice

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Principal's Welcome

Dear Parents and Students,

Welcome to Old Shell Road School of Creative and Performing Arts! I am honored to be the principal of Old Shell Road Magnet School and look forward to working with parents and community members as we begin a new year. Our students are truly exceptional, and I am very proud of their academic, artistic, and athletic achievements. Our magnet school area of focus is the fine and performing arts. We offer specialized classes in dance, drama, music, and visual arts, as well as a plethora of programs and activities that allow students to explore and hone their artistic skills while engaging in a rigorous, arts infused core curriculum.

Students are recognized for their academic achievements through honors programs and the National Elementary Honor Society. In addition to providing a solid, engaging academic environment, our school develops leadership qualities and service skills through organizations such as our Student Council, Broadcasting, Green Team, Math Team, Robotics, and Archery Team. We encourage student participation in Reading initiatives through reading and math challenges. Our Spelling Bee is highly competitive every year! I am proud of the STEAM activities incorporated into lessons that give students the opportunities to find connections across Science, Technology, Engineering, the Arts, and Mathematics.

One of the beliefs we hold at Old Shell Road School of Creative and Performing Arts is that it is very important to provide opportunities for our students to showcase their gifts and talents. Select Choir, Dance, and Visual Art students were showcased at several events and received many accolades across the District and State! We feel this prepares students to be confident and successful in all aspects of their lives.

Old Shell Road is a school of choice. When you make the commitment to send your child to Old Shell Road, you agree to abide by the Magnet School Contract, follow the school rules, take an active part in your child's education, and support the teachers and administration. Together, we can create an environment where your child can be happy, safe, successful, and challenged.

This handbook will help you become familiar with the Old Shell Road School of Creative and Performing Arts program and expectations. Please read this handbook carefully and keep it for future reference. Another valuable source of information is Facebook. Please follow and like Old Shell Road Magnet and Old Shell Road Magnet Rockstar PTO on Facebook.

Again, welcome to Old Shell Road School!

Sincerely,

Dr. Linda S. Byrd

Dr. Linda S. Byrd, Principal

School Motto

STARS:

Shining Through Arts and Rigorous Scholarship

School Mission Statement

The mission of Old Shell Road School is to provide a safe learning environment where each of us has the opportunity to develop positive character and to do our best in academics and the arts.

School Vision Statement

Old Shell Road School of Creative and Performing Arts' vision includes an arts-infused interdisciplinary approach to a rigorous core curriculum. The school will empower students with the skills of inquiry, expression, and discovery through a variety of learning opportunities. Emphasis will be placed on communication along with critical and creative thinking skills to prepare them for future success. Students will be afforded opportunities to discover and apply their unique talents and abilities to ensure that they become lifelong learners and lovers of the arts. All stakeholders will serve as role models in promoting the ideals of this vision.

School Hours

Take In and Breakfast: 7:30 a.m. to 7:55 a.m.

Students are permitted on campus at 7:30 a.m., and staff members begin supervisory duties. Arriving students who would like to eat breakfast should go directly to the cafeteria. The students who are not eating breakfast will go directly to their classrooms. All students will be sent to class at 7:55 a.m.

Tardy Bell: 8:00 a.m.

Students must be in the classroom by 8:00 a.m., or they will be considered tardy to school (see section on Magnet Contract regarding tardies and early dismissals). Breakfast concludes at 8:00 a.m. If your child is eating breakfast at school be sure to arrive **before** 8:00 a.m. to allow your child to eat and make it to class on time.

Dismissal: 2:45 p.m. to 3:15 p.m.

All students must be picked up by 3:15 p.m. There is no staff on duty after 3:15 p.m. It is part of the Magnet Contract and parents' responsibilities to provide transportation and to ensure that students are on time in the mornings and picked up on time in the afternoons. Continual late pick up after 3:15 p.m. could result in not returning to the magnet program.

Changes in mode of transportation:

Changes in mode of transportation/dismissal will only be honored if submitted in writing the morning the change is required. Due to safety reasons, school personnel will not accept and deliver messages to teachers regarding changes in dismissal because it is impossible to verify the identity of the individual requesting the change over the telephone. **There will be no early dismissals after 2:00 p.m.** Appointments should be scheduled accordingly.

The Mobile County Board of Education believes that regular and punctual attendance at school is imperative for educational success. Students are expected to be in school each day unless ill or unable to attend due to an unavoidable reason. The Board further believes that there is no substitute for the uninterrupted personal contact between teachers and students in the classroom environment where learning experiences are carefully planned and taught by teachers.

Attendance

Students are expected to attend school every day and remain in class the entire day. Tardiness and early dismissals interrupt the instructional time of all our students. Students are counted present if they remain in school until 11:45 a.m. or if they enter school before 11:45 a.m. and stay for the remainder of the day. Excessive tardies and continued early dismissals will be referred to the school administrator, the school attendance officer, and may result in not returning to the magnet program. Regular school attendance is essential. (See Magnet School Contract) The current Magnet school guidelines state that no more than 14 tardies and early dismissals combined are allowed.

Absences: In order to code an absence as excused; the school is required to have a note from home, which meets the following criteria:

- date(s) of absence(s)
- specific reasons matching "lawful, excused absences" determined by Public School Law (see Mobile County Attendance Policy)
- a parent/guardian signature
- the note is received within **3 days** of the child's return to school.

PLEASE NOTE: A written note from a parent does not automatically result in an excused absence. The reason for the absence must be one of those determined by Public School Law (See attendance policy and Magnet School Contract). A student is tardy after 8:00 a.m. At that time, a parent or guardian **MUST** accompany the child to the office and a tardy slip is issued. No student is admitted into class after 8:00 a.m. without a tardy slip. If a student must check out during the day, **an approved parent or guardian** must come to the school office to sign the child out of school. The child will then be called to the office. **No checkouts will be allowed after 2:00 p.m.** Continued early dismissals will be referred to the principal and the school attendance officer, and possible removal from the magnet program. **For the safety of our children, office personnel will ask for identification before releasing any student.**

The primary responsibility for school attendance rests with parents/guardians and students. Schools, however, have the responsibility for properly recording absenteeism and tardiness, notifying parents when needed, and discouraging excessive absences in accordance with state law.

The board seeks the full cooperation from parents in promoting good attendance and punctuality. In particular:

1. Medical and dental appointments should be scheduled after school hours except in cases of emergency.
2. **Family vacations should be taken during school breaks or holidays.**

All absences are automatically coded as "unexcused" until the following criteria have been met:

1. The note contains the date(s), reason(s) for the absence(s), and parent/guardian signature.
2. The teacher receives the note within three days of the child's return to school after an absence.
3. The reason for the absence adheres to "lawful" absences as noted by the state (see Mobile County Attendance Policy):
 - Illness or injury
 - Death in the immediate family of the child
 - Court or administrative proceedings
 - Medical or dental appointment
 - Religious observance

Vacations should be taken during school breaks or holidays and **will not** be excused.

Unexcused Absences - Absences for reasons other than those listed may be deemed unexcused. Unexcused absences include, but are not limited to, oversleeping, inclement weather, family vacations/reunions/ceremonies, and transportation problems.

Notification of Excessive Absences (K - 5th grade) -Excessive absences and/or tardies (combination tardies and early dismissals) may result in removal from the Magnet School Program. Please review your Magnet School Contract to ensure that your child is within the guidelines. If you have questions, please contact your child's teacher, or the Registrar. It is the parent's responsibility to keep up with the number of absences, tardies, and checkouts a student has.

Student Discipline

The Mobile County Board of Education believes that the maintenance of high citizenship standards provides a school climate conducive to effective teaching for learning. Please refer to the MCPSS Code of Conduct and the Magnet School Contract for additional information regarding student discipline.

Parents, as well as administration, faculty, and staff are responsible for teaching good citizenship traits by demonstrating integrity and modeling the rules.

Students are expected to conduct themselves properly during the school day while on campus, school buses, field trips, and other school-related functions. Students are also expected to abide by the MCPSS policies and procedures and Old Shell Road School of Creative and Performing Arts rules related to using technology and accessing technology content at school and at home. The only individual allowed to utilize a device issued to a student is that Old Shell Road Magnet School student. In other words, the school issued devices are not to be utilized by family and friends. The student is responsible for content accessed on the device. Failure to abide by these policies, procedures, and rules will result in disciplinary consequences and the loss of the technology device.

Some Disciplinary Actions That May Be Taken

- Student conferences
- Parental conferences
- After school detention
- Out-of-school suspension
- Restitution
- Removal from the Magnet Program

Copies of the Mobile County School Board Policy on student discipline and the magnet school code of conduct are distributed to students at the beginning of the school year.

Old Shell Road Magnet School Rules

Be a Rock Star!

- Stay focused.
- Try your best.
- Act safely.
- Respect others.

Rock Star Discipline Plan:

The Old Shell Road teachers and staff utilize a school-wide discipline plan that incorporates positive reinforcement and holds students accountable for their behavior. The expectation is that parents support the teachers daily to ensure students are successfully following the school rules, MCPSS Student Code of Conduct, and the school's discipline plan.

How the Clip and Chart Works

Classroom teachers and ARTS teachers will all work together using this system to provide an overall daily grade of how your child behaved in the classroom, special ARTS classes, movement class, the hallway, and the cafeteria. This discipline plan incorporates positive reinforcement so that every child has the opportunity to improve their behavior.

- Each student will start on “Ready to Rock!” every day.
- When a student misbehaves and breaks a S.T.A.R Rule, he/she will “clip down” to “Sound Check” as a warning.
- When a student misbehaves and breaks a S.T.A.R Rule, he/she will “clip down” to “Singin’ the Blues.” This will result in the loss of a privilege as decided by the classroom teacher.
- If the student continues to break the same rule, he/she will “clip down” to “Contact the Management.” This will result in a S.T.A.R Report being sent home to the student’s guardian.
- If the student is showing outstanding behavior, he/she can “clip up” to “A STAR Performance.” Each student has the opportunity to continue to “clip up” higher with showing “ROCK STAR” behavior throughout the day.

The goal of every student should be to try to “clip up” to “You’re a Rock Star!” We will have special treats and rewards for our ROCK STARS as decided by the classroom teacher. Even if the student has to “clip down”, he/she still has the ability to “clip up” if their behavior is improving during the day. At the end of the school day, the teacher will record the student's behavior grade on the Star Communication Log. If the student has a “Ready to Rock” or above, he/she will receive 3 points. The STAR Communication Log must be signed every day by a parent or guardian.



Academic Information:

Grading System: Students will receive a report card every 9 weeks. Grades are easily accessible to parents in Schoology. Please contact your child's teacher if you do not know how to access the grades in Schoology. Please pay close attention to your student's progress and address any concerns with your child's teacher.

Homework: All students, in all grade levels, should do homework every school night. The purpose of homework is to reinforce skills taught in class. Homework is not optional. Old Shell Road is a magnet school, and the academic standards are held high. Students are also expected to read and practice math facts every night at home. The students will have computer-based assignments that they should work on nightly or as assigned by the teacher. This is part of the Old Shell Road Magnet School program, and parental support is expected.

Honor Roll: Old Shell Elementary School views a system of honor rolls as additional means for encouraging goal setting by students and for providing recognition of students who have achieved those goals. Students in grades 1 through 5 are eligible for the honor roll each quarter. Kindergarten students who attain honor roll status will receive recognition at the end of the school year.

Criteria for Honor Rolls:

A Honor Roll

- A (90 and above) in all subject areas
- A (90 and above) in conduct, work study and arts classes

A-B Honor Roll

- A (90 and above) or B (80 and above) in all subject areas (must have at least one A in a subject)
- (80 and above) in conduct, work study and arts classes

Honor Society: 4th and 5th grade students who meet all required criteria may be selected to for the National Elementary Honor Society. The criteria includes excellence in academics and behavior. Students must also exhibit the characteristics outlined by Old Shell Road's National Elementary Honor Society.

Field Trips: Field trips are a direct outgrowth of the instructional program. A field trip form requiring **written parental permission** is required for students participating in each field trip. Telephone calls or handwritten notes are **not** acceptable. A fee may be charged for each field trip to offset the cost of the buses and drivers. An admittance fee may also be charged at certain locations. If reservations are required for a field trip, the money must be paid in advance, and **we will not be able to give refunds if your child and/or the chaperone are unable to attend. This policy also includes cancellations due to illness and disciplinary actions. Monies are due to the teacher before 8:30a.m. on the due date. Money will not be accepted after 8:30a.m.** All students are required to travel and remain with their class on field trips. Personal cars are not to be used for field trips. Teachers may request the assistance of a few parent chaperones to accompany the class and provide additional supervision on field trips. Proper supervision must be assured. **Due to safety requirements, siblings may not accompany you while you are chaperoning on field trips.**

Appropriate arrangements for instruction will be made for students whose parents choose for them not to attend the field trip. The student's classroom teacher will provide lesson plans for the day. Students may be excluded from a field trip due to behavioral issues as deemed by the principal. No student is to be absent from school because he/she does not participate in a field trip. **This type of absence will be considered unexcused.**

Testing Information At the beginning of each school year, students and parents or guardians will be provided with information advising them of the district-wide and state-mandated tests that students are required to take during that school year. The following are the district and state requirements:

- Grades 2, 3, 4, and 5 will take a state achievement test in the spring.
- District wide assessments will be given several times per year and the teachers will notify parents of the testing windows.

Curriculum/Arts Information:

Student Artwork – Permission: As a magnet school for the arts, Old Shell Road is often asked to submit artwork to be displayed at various sites around the city. If you do not wish to have your child's work displayed, please make our art teacher aware of this. All work displayed has the name of the student listed, the grade level and his/her school only. Occasionally winning artwork is not returned or may be returned at a much later date.

Audience Etiquette: We encourage parents to teach their children and model appropriate audience etiquette at school meetings, assemblies, and performances. Talking should cease once the program or performance begins. All cellular phones and smart devices should be turned off. Applause should occur at the end of a piece of music or at the end of an act of a play. While applauding at the appropriate times is welcome, whistling and yelling are never acceptable. Students and parents are expected to remain through the entire performance. Your child's grade in the arts classes will be affected if he/she does not participate in the required performances or leaves before the performance is over. It is not recommended to bring young

children who may cry during the performance. All restless young children or crying infants should be escorted or carried out of the performance area. Photograph the performers before and after the performance only. Hats and caps should be removed upon entering the building. The compliance of these expectations by all audience members will enable us to provide a quality performance, assembly, or meeting for everyone.

Curriculum Descriptions and Arts Infused Curriculum: The following is a brief description of the curriculum offered at Old Shell Road. For more information go to the Mobile County Public School's web site at www.mcpsps.com (go to Central Office, then Curriculum and Instruction) or you may go to the State Department's website at www.alsde.edu/html/home.asp (Go to Sections, then Curriculum and Instruction, then Courses of Study). In keeping with our mission, Old Shell Road School offers an arts-infused curriculum in which the arts are used as a teaching tool to enhance the total curriculum.

- **Reading/Language Arts**

The reading/language arts program focuses on students becoming competent, independent readers and writers, communicators, thinkers, problem solvers and lifelong learners. The standards are based on the premise that literacy experiences are more effective when they are relevant, child-centered, guided by assessed individual strengths and needs, and integrated throughout the curriculum. Reading and writing are inseparable processes. All students are expected to acquire the ability to listen, speak, read, and write effectively. MCPSS adopted the Open Court Language Arts Series which is a comprehensive reading, writing, and language arts program. We believe that this program is a wonderful asset to our instruction.

- **Mathematics**

MCPSS uses the HMH Math Program. Our goal is to build our students' confidence in their mathematical ability, problem solving skills, and to be able to communicate and reason mathematically. We want the students to make connections between mathematics and other subjects. The teachers will also implement strategies learned in the Alabama Math Science Technology Initiative (AMSTI) training. The students will also use computer-based programs such as Waggle and iReady.

- **Science**

The science program is designed to be an inquiry-based program that encourages hands-on experimentation, observation, discovery, prediction, engineering, problem solving and appreciation of the natural world. The teachers will implement strategies learned in the Alabama Math Science Technology Initiative (AMSTI) training.

- **Social Studies**

The social studies program includes historic, political, geographic, and economic literacy. The integration of social studies content shows students the relationships to present accurate and meaningful content for the purpose of interpreting past and present events and conditions and to plan for the future.

- **Creative Movement/Dance/ Physical Education**

The creative movement/dance program focuses on the development of the whole child through sequential, developmentally appropriate activities that contribute to skill development, healthy lifestyles, and social responsibility. In addition, the program is designed to develop cognitive, affective and physical development through problem solving and critical thinking activities, social interaction and gross and fine motor skills.

- **Music**

The music program includes instruction in the musical concepts of rhythm, melody, harmony, form, timbre, and expressive elements. Typical music activities include singing, playing instruments, moving to music, reading music, listening, and improvising.

Stringed instrument instruction is offered through the Mobile Symphony to 2nd-5th grade students for a small fee.

- **Visual Arts**

The visual arts program includes instruction in art techniques, art history and appreciation of the visual arts. The goal of this program is to guide students through the early stages of artistic development and prepare them for the next level of art instruction. This program provides an engaging classroom environment with opportunities to develop skills, knowledge, and confidence.

- **Theatre/Drama**

The Theatre/Drama program is designed to develop an appreciation for the theatre, enhance creative thinking and build self-confidence through the study and practice of theatre history, criticism, aesthetics, and production.

General Information

Collection of money and fees:

Send money with your student to provide to the teacher before 8:30a.m. Teachers are required to collect and receipt all money at the start of the school day. Monies are receipted by the teacher and submitted to the bookkeeping office at 8:30a.m. **Teachers are not able to collect and receipt money after 8:30a.m. The office staff are not able to collect and hold money for the next day.**

Before and After School Care: Old Shell Road offers before and after school care for students in grade K-5. The program is called ALL-STARS (All Kids Shining Through Arts, Recreation, and Sports) and is run by school personnel. Please contact Miss Farmer, Director at 251-221-1562 or ffarmer@mcpss.com for additional information.

e-Prove Continuous Improvement Plan: Each school is required by state law to develop a Continuous Improvement Plan. At Old Shell Road, we strive for continuous improvement and set goals based on data. The plan for the current year is in the office and on the school's website. An e-Prove Committee, consisting of staff and parent representatives, oversees the improvement process.

Snacks: Students may eat a snack at school, during a time chosen by their classroom teacher. We encourage *nutritional* foods - **no candy. Soft drinks and coffee are not allowed in school, only water is allowed.** The students may purchase snacks from the school. These snacks meet the nutritional guidelines set forth by the Mobile County Public School System.

Water Bottles: All water bottles must be **clear and plastic** with a top that closes completely. Water bottles should not leak when turned upside down. **Only water is allowed to be sent with students.**

Library Information:

Care of School Property: Students are expected to take good care of school property and to use supplies appropriately. Library books, textbooks, and devices are on loan to students. Fines will be charged for lost or damaged property.

Textbooks: Textbooks are issued to each student at the beginning of the year. If your child lost a book last year (textbook or library book) and the book has not been paid for, then your child cannot be issued books for the next school year. Please make sure you have paid for lost books. Students are responsible for the textbooks and library books checked out to them. Books must be returned to the school in good condition (no stray marks, torn pages, etc.) or a small fee will be assessed to cover the cost of repair. Students must also pay for any lost books.

Office Information:

Animals on Campus: The safety of students, staff, and visitors is a primary concern. To help maintain the cleanliness of the facility only service animals are permitted on campus. The only exceptions include animals utilized in science or as a part of the curriculum which may be allowed with prior approval from the principal.

Appointments with the Principal: Please schedule with the front office clerk if you would like to request a meeting with the principal.

Change in Address or Phone: Please promptly notify the school office and your child's teacher of your new address and phone number should they change at any time during the school year, a change in student information form with guardian signature is required to make changes. Report cards are mailed to the address in the computer.

Child Custody: If there are special custody agreements for a child, the parent(s) should notify the child's teacher and principal by providing court documentation. Otherwise, the school considers both parents to have equal access to children.

Chronic Illness Letters: Please be aware that a physician must complete a chronic illness letter each semester. They are not valid from year to year or semester to semester. Please speak with the nurse for additional information.

Deliveries: In our efforts to preserve the instructional time of all students, all classroom delivery items must be approved and scheduled with the teacher prior to drop off and must be delivered to the office before 8:30 a.m. Guardians and parents are not allowed to drop off items to the classroom or visit the classroom. Flower arrangements or balloons are prohibited in the classroom, please refrain from sending to students while they are at school.

Health: Parents are asked to provide current health information and advise the school if there are special needs. It is suggested to keep an extra change of clothes in case a child has an accident or is suddenly taken ill. In such events every effort is made to contact a parent to arrange for transportation home for further medical treatment if necessary. Parents are asked to notify the school of any communicable disease the child has at the earliest possible date. Children should not return to school after an illness until they are well enough to participate in their regular school program. If for medical reasons, it is inadvisable for a student to take part in movement and dance classes, games, or play outside, written notification from a doctor should be sent to the classroom teacher. We assume if students are well enough to attend school, then they are well enough to participate in the total program.

Illness: If an illness occurs and a student must go home, a staff member will contact the guardians. The person picking up the student will come to the office, present their government issued ID to sign out their child. If your home or business telephone number changes, please notify the school. A change of student information form with registering guardian's

signature is required to update information. It is extremely important that we are always able to reach a parent if an emergency should arise. Children should be free of fever for 24 hours and free of vomiting or diarrhea for 24 hours before returning to school.

Immunizations: Alabama law requires that upon enrollment, proof of completion of immunization must be provided to the school. You will be notified if your child's immunization record is not up to date.

Lost and Found: Parents, **please** put your child's name in all of his belongings. Sweaters, coats, hats, and lunch boxes are items that are frequently lost. The Lost and Found is located in the First Aid Room. Items not claimed after a period of time are donated to a charitable organization.

Medication: If your child must have medication of any type during school hours, (including over-the counter medicine), you have the following options:

1. You may come to school and give the medication to your child at the time required, present your government issued ID to call your student to the office.
2. You may discuss with your child's doctor an alternative schedule for time the medicine is needed (for example, before or after school hours).
3. The school personnel can give the medication. In order for this to be possible it is critical that the following steps be taken to provide for your child's safety:
 - Your child's doctor **must** complete a form Request for Medication to be Given During School Hours.
 - You **must** bring the medicine in the bottle from the pharmacy with your child's name, medication, dosage and date of prescription with directions for use.
 - All medications **must** be brought in by the parent or designee and provided to the nurse. A separate form is required to be completed by the nurse. The student **may not** bring his own medication to school.

You may be asked to sign the Medication Check-In Log after the school staff has verified your child's medication. When school is over for the summer, parents are asked to pick up their child's leftover medication. Your child will not be sent home with leftover medications. Any medication left over for longer than one week after school is over will be discarded unless the parent and school make other arrangements. If your child requires medication for emergency medical care for allergies, asthma, seizures, or sensitivities, please provide pertinent information to school personnel. School personnel cannot give students aspirin, Tylenol, or any other over-the-counter medicine-this includes rubbing alcohol and other topical medications.

Nurse: A nurse is assigned to the school. The responsibilities include taking care of students who get sick at school and administering first aid. As well as, conducts vision screenings and is available for consultation on medical issues.

Office: Due to the limited staffing, requests for reports (attendance, social security forms, copies of reports) require a 2-business delivery time. Please complete a request form for any document request that can be obtained from the registrar. For the safety of all students, please be sure to sign in at our office and obtain a visitor's badge when visiting or volunteering. It is important to report to the office at the end of your visit to sign out. All parents and visitors to the school must use the front doors of the school to enter the campus unless dropping off and picking up children from the All-STARS before school care program.

Parent conferences/Teacher messages: Parent conferences can be arranged through email, or written request to the teacher. Should you need to speak with a teacher, you should contact the teacher through the preferred classroom communication (Remind, teacher email). You may leave a message with the school registrar for the teacher; however, messages will be left for the teacher to review at the end of the day to void disrupting instructional time. Teachers will return your call during their planning period the following day. All teacher conferences must be pre-arranged and pre-approved as well as kept to a maximum of 30 minutes to ensure that the instructional day is not interrupted. Teachers may be available to meet before 7:30 a.m., after 3:15 p.m., or during the teacher's planning time. Additionally, our instructional day is from 8:00 a.m. to 2:45 p.m. Your child's teacher has an important job to do and needs to focus on the children. When there are interruptions, not only does your child miss valuable instructional time, so do the other students in the classroom. We want every student to have every opportunity to learn and be successful. Please help us with this endeavor. The education of your child is an important job, and we take it very seriously.

Publicity Release Forms: Our school frequently has the opportunity to promote the achievements and talents of our students, staff and school through news releases. If you do not wish for your child's picture, artwork or writing to be shown publicly, please check the appropriate box online when registering your child.

Returned Check Policy: If a check is returned for insufficient funds, you will be notified by CheckCare. If your check is returned, you will be contacted by CheckCare for payment. In order for the school to accept a check, a telephone number must be included on the check.

Student Tags: Students will be provided one (1) student tag with barcode of the student ID. This ID will be used for tardy slips and breakfast scanning. If the student tag is lost or broken a replacement is required with a **\$2 replacement fee**.

Telephone: Students must get permission from a staff member prior to using the telephone. **Students should not bring cell phones or smart devices to school, and all smart devices will be locked up during the day.** They are not allowed to use their cell phones to make calls during the school day or to receive texts from family members. All students will have access to a school system device to use at school. Students should stay focused on their lessons. Please do not email or attempt to communicate with your child during the day using a device. If something is important, please call the office. Students may not take pictures or videos with any devices unless doing so is part of an educational assignment.

Visitors: Visitors are only allowed to visit the area pre-approved to not cause disruption of instructional time to other classes/areas. When visiting the school, report to the office, present your government issued ID, sign the visitor's log and get a visitor's pass. Please place the pass on the front of your clothing so that it is clearly displayed. A staff member will contact the teacher for verification of the planned visit. All visitors not wearing a visitor pass will be escorted to the office. It is important to report to the office at the end of your visit to sign out. All parents and visitors to the school must use the front doors of the school to enter the campus unless dropping off and picking up children from the All-STARS before school care program.

Volunteers: The students at Old Shell Road Magnet School benefit from the support of our community volunteers. If you are interested in volunteering, you may contact your child's teacher or call the school's office. Prior approval from the teacher must be granted before admittance to the assigned area. Upon arrival, volunteers must sign in as a visitor in the office, obtain a visitor's pass and proceed to the designated area only. At the end of their visit, volunteers must also sign out in the office. It is important that volunteers respect the confidentiality of our students. **Please remember that sharing information and pictures of other parent's children on Facebook and other social media is NOT permissible.** Though we appreciate you volunteering at Old Shell Road Magnet School, **due to safety requirements, younger siblings may not accompany you while you are volunteering at the school.**

Safety:

Fire, Tornado, and Crisis Drills: The Mobile County Safe Schools Plan requires each school to develop and implement routine procedures for implementing drills in response to fire, tornado, or any other crisis that might occur on our campus. Students, staff, and visitors must comply with the established procedures. Our school's drill procedures are located in each room of our school. Selected staff members serve on our school's Safety Team.

Safe Schools: Old Shell Road School believes that schools can and should be peaceful places where children can learn and grow. We believe that children can be taught to manage both feelings and behaviors in appropriate ways and that these skills will lead to healthy productive citizens. The Mobile County Board of Education believes that to be successful, public-school education must be a partnership involving the school personnel, students, parent, and community. The Mobile County Board of Education further believes that the maintenance of high citizenship standards provides a school climate conducive to effective teaching for learning. A School Resource Officer is available to collaborate with school administrators, if necessary. At the beginning of each school year, the Board of Education will distribute a copy of the policies, rules, and procedures relative to student discipline to every student in the Mobile County School System.

Internet Access Policy: Mobile County Public Schools requires that each school keep on file an Internet Use Policy form signed by each student and his/her parent or guardian. Teachers will review the policy at the beginning of each year.

Cafeteria Expectations: We expect our cafeteria to reflect proper manners and courtesies taught and practiced at home. Students are expected to display polite manners, use quiet indoor voices, and follow all cafeteria procedures and rules. Breakfast and lunch are served daily. All students will receive breakfast and lunch free of charge.

Adults who wish to eat lunch may do so by going through the front office and paying for their meal when they were served. Parents are allowed to eat with their children. However, **state guidelines require that food which is purchased from a restaurant must be repackaged and placed in a plain bag or container with no logo. The items must be repackaged before bringing them to the school.** Please remember that students are not allowed to drink soft drinks at school. Please do not send candy in the children's lunches.

Other Information:

Bullying: Any suspected incident of bullying should be reported to the classroom teacher, counselor, or administrator immediately. Bullying will not be tolerated at Old Shell Road Magnet School. This includes cyberbullying. Please monitor your child's texts and other messaging programs to ensure that bullying does not occur while your child is at home.

Communication: A variety of methods for school to home communication will be utilized. Our school's website is: www.oldshellmagnetroadschool.com. Our school's Facebook page is: <https://www.facebook.com/oldshellroadmagnet/> Teachers send weekly newsletters home with information about the curriculum, projects, programs, schedules, and expectations. The teachers may use Schoology or Remind to send parents messages. Parent bulletins will be sent home monthly. The School Messenger Call Out and Email System is also utilized. To receive a message, a current telephone number or email is required to be in our computer system. Please notify the registrar when changes are necessary, a change in student information form with guardian signature is required. Each student at our school will have a communication folder to bring home each night. Inside the folder will be important messages from the teacher and/or the principal. The folder will also contain a log that must be signed each night by a parent or guardian. The folder is to be returned each day. Parents who need to communicate with the teacher will also use this folder. The Behavior Discipline Report will be sent home daily to be signed. Parents may access their child's grades using Schoology at any time during the school year. Teachers are available for conferences after school and at other times designated by the principal and teachers. **Protecting the instructional time for all our students is a priority when scheduling conferences.** We welcome opportunities to meet with you to discuss your child's progress. As a professional courtesy, please schedule conferences in advance with the teacher.

Guidance Counselor: Our school counselor meets with individual students, parents, and staff. The counselor also facilitates small group and classroom discussions. Small group units include new students, study skills, loss, friendship, and anger management. Classroom lessons include conflict resolution, feelings, study skills, multi-cultural diversity, career awareness,

and appreciating others and ourselves. Referrals may be made by sending a note to the counselor or by calling the school for an appointment.

Items not permitted on Campus: The following items will be taken away and may be returned when a parent picks up the item(s): cell phones/smart devices, toys, electronic games, trading cards, media players, headphones, knives, weapons, and any other items that may cause a distraction to the learning environment. Possession of certain items may result in disciplinary consequences and/or the notification of the Resource Officer and police authorities.

Problem Solving Team: The mission of Old Shell Road Elementary School's Problem-Solving Team (PST) is to identify and implement strategies to enhance the learning and achievement of individual students. The team is comprised of a combination of the following: the school counselor, instructional partner, classroom teacher, a special education teacher, and the administrator. If your child is having trouble in school, a referral may be requested through your child's teacher, the school counselor, or one of the school administrators. This request will lead to the development of a plan for reviewing information, implementing successful strategies/interventions and monitoring results.

Social Media: As a reminder, elementary age students do not meet the age criteria for social media sites such as Facebook, Twitter, Snap Chat, etc. There are many reasons for this including safety issues and immaturity. It is very difficult for children to make the best decisions concerning their welfare. Please monitor the sites your child is accessing and the content your child is posting. Once something is posted, it can never be completely removed. Social media bullying is real and can have devastating consequences, even for adults. The best way to know what your child is doing on the computer or device is to monitor all activity. The children and employees should not be "friends" on social media sites, and students nor employees should make requests to do so. TikTok and Snapchat are other sites that historically causes a lot of issues for students. Please monitor everything your child does online. Children are only young once and for just a little while. While it is not the responsibility of the school to monitor and investigate student interactions that occur online, there are incidents that warrant the school's involvement and may result in disciplinary action and/or notification of the Resource Officer, police authorities, or DHR.

Special Education Services: Students with disabilities receive specially designed instruction from a certified special education teacher and related services based on educational need. Services are provided in varying amounts of time and may range from consultation to full-time services. Maximum participation in the regular classroom is emphasized. The need for special education is determined through a referral and comprehensive evaluation process.

Uniforms: Uniforms must be worn every day, beginning with the first day of school. If another outfit/costume is to be worn during the day, the student will wear his/her uniform and change into the outfit/costume at the appropriate time during the day. Uniforms must be worn on all field trips. See the uniform policy for the specifics. The school

cardigan/sweater is to be worn every Thursday beginning in October. It is also to be worn for school pictures, school assemblies, field trips, and other special occasions.

Substance Free Campus:

All MCPSS properties are to be alcohol, tobacco, and drug free zones. Please refrain from using these products on school property, including car line.

Alcohol Free Campus: Alcohol is prohibited for all individuals while on campus. Additionally, individuals should not be on campus (**including carpool**) if they are under the influence of alcohol. Violation of this protocol may result in the notification of law enforcement.

Marijuana Free Campus: Smoking/vaping is not allowing on campus (**including carpool**), as well as the use of marijuana. Alabama Codes for marijuana use on the school campus are enforced by authorities. Doing so will be considered a breach of the Magnet Contract for not supporting the rules and policies of the school.

Tobacco Free Campus: It is the belief of the Mobile County Board of Education that the use of tobacco is harmful to general health. Further, the improper use of these products poses a potential safety hazard in public facilities. For these reasons, the Board mandates that all Mobile County Public School facilities and properties be free from the use of tobacco products. Therefore, the use of tobacco products in or on Mobile County Public School *facilities or property* (**including carpool**) is prohibited.

Arrival and Dismissal Procedures

Our priority is keeping our students, parents, and teachers safe. Our second priority is to make sure carpool runs as efficiently and as quickly as possible. Please see the next page for carpool traffic flow. Please remember that you and/or your carpool designee must follow all carpool rules. Using profanity and/or inappropriate comments or gestures towards school employees, other parents, or children will not be tolerated. **Failure on the parent's part or on the carpool designee's part to abide by the rules and follow directions issued by school personnel on duty will jeopardize magnet school placement for your child(ren), result in being banned from the campus, and/or result in law enforcement contact.** Please remember that smoking is not allowed on school property at all. A report to the DHR and to the Mobile Police Department will be made if a parent or carpool designee appears to be under the influence of drugs or alcohol, and the children will not be released to the parent or carpool designee.

Carpool Numbers:

Each family will be given a sign with a number on the front. This is your child's carpool number. Please hang it on your rear-

view mirror so the teachers on duty can see it. Students will be called by their number for dismissal. Additional car tags can be purchased for a small fee. If you need to park in the morning to come into the building, please indicate to the teacher on duty and you will be directed down the center carpool lane to the grassy field. If you need to park in the afternoon, you will need to follow the carpool lane to the grassy field. Have your government issued ID ready to present when entering the school.

Arrival:

Please do not arrive before 7:25 a.m. Doing so create a traffic problem. Students must wait in the cars until they are directed by school staff to exit at 7:30 a.m. If traffic is heavy, there may be three rows of cars parked in front of the school. Please make sure your child is ready to exit your vehicle when the signal is given and **do not exit the driver seat to assist with unloading**. All students must exit the vehicles on the passenger side and proceed directly to the front of the school. You must wait for the teacher's signal before moving your vehicle. After the vehicles have been unloaded and have left the area, cars will then move to the front of the school in a single file line and unload with the teacher's signal. **DO NOT park across the street and allow your child to walk to school. ALL children must be dropped off in the carpool line in front of the school. DO NOT park in the paved staff parking lot and allow or walk your child across the parking lot.** This delays the flow of traffic.

Parents may walk kindergarten students to the kindergarten hallway on the FIRST day of school only. Parents of kindergarten students have the option of dropping off in carpool or driving through the carpool line and parking in the gravel parking lot to walk their students down the sidewalk to the kindergarten hallway to their classroom on the first day of school only. All other students (Grades 1-5) will walk unassisted to the cafeteria if they plan to eat breakfast. If not, they will go directly to class. Students who arrive on campus after 8:00 a.m. must be escorted to the office and **signed in by a parent to obtain a tardy pass**. If you need to speak to your child's teacher, you should request a conference through email, or written request to the teacher.

Dismissal Procedures:

Cars will circle the parking lot in the opposite direction from the morning carpool. The lane closest to the school will be blocked off for emergencies. Do not move the cones. Cars will line up one behind the other in the middle lane and the lane closest to the flagpole. **Cars should move as far forward as possible to ensure our lines are filled safely and to not cause delays in the flow of traffic. We do not allow designed waiting spots. If you arrive early for dismissal move all the way up without stopping in your location of choice.** School personnel will move the cones close the start of carpool and allow cars to move into the lane closest to the school. At 2:45 p.m., the students will be called by their carpool numbers and walk to their cars. If a child does not come out when their number is called, the parent will be moved to the parking lot, and a teacher will walk the student(s) to the car. You must remain in your car in the parking lot. A teacher assigned to parking lot duty will bring your child to you. When all cars are loaded, the teacher on duty will give the signal and the cars will begin exiting the campus. Please follow the directions of the teachers on duty. Cars will move to the front of the school and teachers will help students load their cars.

Day care vans that arrive from 2:40 until 3:00 p.m. will pick up students from the side of the gym. Day care vans will use the right-hand lane to pick up children.

Carpool Rules-Please adhere to the following:

- **Please do not use cell phones while in the carpool line.**
- Follow the directions of the school staff on carpool duty.
- Stay in your lane. **Do not switch lanes.**
- **Do not get out of your car before or during carpool.** STAY in your car at ALL times.
- In the morning, make sure your child is **ready to exit the passenger side** of the car when you pull up to the front entrance, and drivers must remain in the car.
- **Never drop your child off in the parking lot.** Always drop your child off in front of the school.
- Turn your music down or off.
- Do not sleep in the carpool lanes.
- Stay alert and pay attention. Carpool is not the time to sign papers, fix hair, dress children, or look at your child's take-home folder.
- During dismissal, remove your car tag indicating your child is in the car.
- **NO SMOKING on campus.**
- Please Note: Please be sure that all parties responsible for picking up your child must have a school issued car tag. Each family will be issued one free tag. Additional tags cost \$2. Purchasing a tag for each responsible party helps to speed up the dismissal process. Any car that does not have a school issued car tag must adhere to the following: The driver must go through the carpool line to the gravel parking lot by the portables, park, enter to the office, and present government issued ID to office personnel to ensure the designee is on the child's pick-up list. Due to safety reasons, no exceptions will be made. Parents and the people they designate to pick up their children must follow the carpool rules and the directions of the teachers on duty. Disrespect of school staff, other parents, or students will not be tolerated.
- The use of profanity on campus is not acceptable.
- Be patient, especially the first two weeks of school. It takes the children some time to learn how carpool works. Reviewing carpool numbers at home will help.

After School Care

Old Shell Road Magnet School offers before and after school childcare. The program is called ALL-STARS (All Kids Shining Through Arts, Recreation, and Sports). It will be run by school personnel. Please contact Faith Farmer at 251-221-1562 or ffarmer@mcpss.com.

Morning Carpool Traffic Flow

The lane closest to the school is reserved for drop off for before school care until 7:15 a.m. After that, 2 lanes will be used to enter the school.



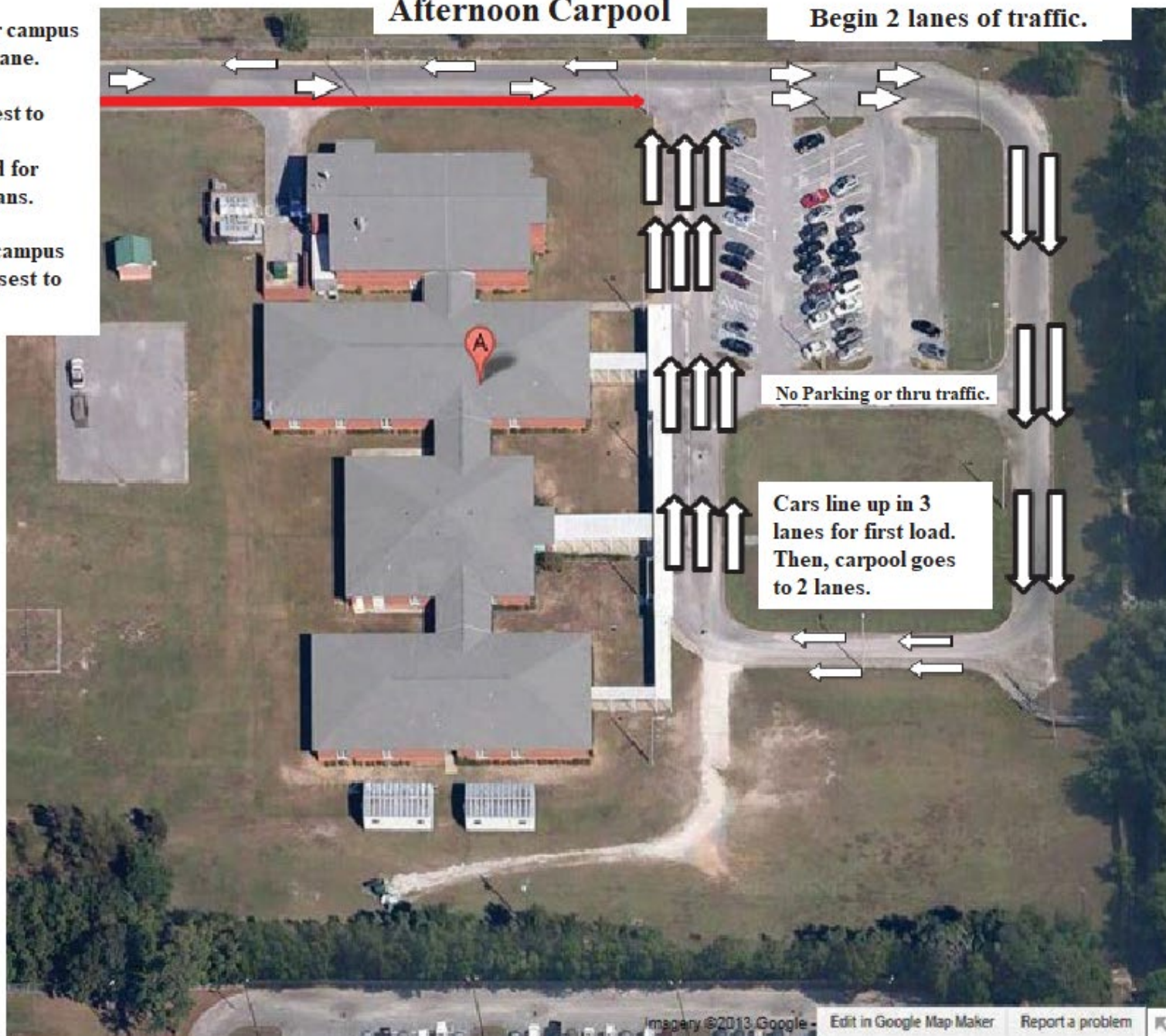
Afternoon Carpool

Begin 2 lanes of traffic.

Cars enter campus in middle lane.

Lane closest to building is designated for daycare vans.

Cars exit campus in lane closest to Phillips.





**Old Shell Road School of Creative
and Performing Arts**
3160 Heather Street
Mobile, Alabama 36607
**Phone (251) 221-1557 Fax (251) 221-
1559**
Dr. Linda S. Byrd, Principal



Dress Uniform Policy

Students are required to wear dress uniform every Thursday. Sweaters will be required for dress uniform beginning October 7th.

Please see the following list indicating what students are allowed to wear for dress uniform days:

Boys:

- Khaki pants (no shorts)
- Black belt
- White or black socks
- Short-sleeve Oxford shirt with school initials (OSR), in block font, **no bigger than one inch for the total monogram** ***monogrammed in navy blue thread on the LEFT collar
- Navy blue V-neck button-up **cardigan style** sweater with school logo patch* on the left side of the sweater (No pullovers)
- **Solid black athletic** shoes with solid black rubber soles. No accent colors. Shoes must have laces or Velcro. No slip-on shoes or Mary Janes allowed due to P.E. and dance.

Girls:

- Plaid jumper, skirt, or skort
- Khaki pants (no shorts)
- Black belt
- White socks (no ruffles)
- Short-sleeve Oxford shirt with school initials (OSR), in block font, **no bigger than one inch for the total monogram** ***monogrammed in navy blue thread on the LEFT collar
- Navy blue V-neck button-up **cardigan style** sweater with school logo patch* on the left side of the sweater (No pullovers)
- **Solid black athletic** shoes with solid black rubber soles. No accent colors. Shoes must have laces or Velcro. No slip-on shoes or Mary Janes allowed due to P.E. and Dance.
- Hair accessories must be white, red or navy.

Boys' Uniform

Shirts:

- White short-sleeve button down oxford shirts
- One Oxford shirt with school initials (OSR), in block 1" font, ***monogrammed in navy blue thread on the LEFT collar is **required for dress uniform occasions.**

Sweater:

- Navy blue V-neck button-up **cardigan style** sweater with school logo patch* on the left side of the sweater **is required for dress uniform occasions.** (No pullovers)

Pants:

- **Khaki**, traditional style uniform pants
- No cargo style

Shorts:

- **Khaki**, knee-length shorts
- No cargo style

Socks:

- **White** or **black**, crew or ankle-length, socks must be visible.

Belt:

- **Black** belt must be worn with pants and shorts.

All Students

Shoes: **Solid black athletic** shoes with solid black rubber soles. No accent colors. Shoes must have laces or Velcro. No slip-on shoes or Mary Janes allowed due to P.E., Dance, Theatre.

Outerwear: The following outerwear may be worn in the building: Navy school fleece (**optional**; available for purchase from the school)

Undershirts: Undershirts must be solid white.

Jewelry: Stud earrings only (for safety reasons)

Hair: Hairstyles are to be conservative and non-disruptive to the educational environment. No mohawks, faux hawks, shaved designs, uncombed, or unnatural hair colors. No false fingernails or make-up of any kind may be worn.

*Patches with the school logo can be purchased at the school.

Girls' Uniform

Shirts:

- White short-sleeve button down Oxford shirts
- White Peter Pan short-sleeve shirt (worn with plaid)
- One Oxford shirt with school initials (OSR), in block 1" font, ***monogrammed in navy blue thread on the LEFT collar is **required for dress uniform occasions.**

Sweater:

- Navy blue V-neck button-up **cardigan style** sweater with school logo patch * on the left side of the sweater **is required for dress uniform occasions.** {No pullovers}

Jumper/Skirt/Skort:

- Plaid # 37 Navy and Red plaid pattern {No khaki}
- Jumper Style #178 at Zoghby's. {No V-neck jumpers}
- Shorts must be worn underneath jumpers and skirts.
- **Skirts and Skorts are to be no shorter than 3 inches above the "middle" of the knee, front and back.**
- Plaid jumpers, skirts, and skorts can be found at Zoghby's Uniforms or www.FrenchToast.com

Pants:

- **Khaki**, traditional uniform-style pants
- No cargo style

Shorts:

- **Khaki**, knee-length shorts
- No cargo style

Socks:

- **White**, crew or ankle-length, socks must be visible.

Belt:

- **Black** belt must be worn with pants and shorts.

Tights/Leggings:

(May be worn in **cold** weather.)

- White or navy

Hair Accessories:

Must be in school colors: **red, white, and/or navy**

**Plaid jumpers, skirts, and skorts can be found at Zoghby's Uniforms or www.FrenchToast.com.

The uniform policy will be strictly enforced this year. Please pay careful attention to the sections about shoes and hair accessories.

Each uniform item is to be worn in the manner for which it was designed. (belts in belt loops, straps over the shoulder, etc.)

1. Shirrtails must be tucked in.
2. Uniforms must be clean and in good repair. (no tears or holes, etc.) **No long-sleeved shirts are to be worn.**
3. Shoes must be clean, fit the foot securely and be **solid black in color**. (No colored logos, red soles, etc.)
4. Any item that is not a part of the uniform must be taken off once inside the building (raincoat, overcoat, etc.).
5. Jumpers/skirts/skortis must be no more than 3" above the knee.
6. Navy or black shorts must be worn under jumpers and skirts at all times.
7. All uniform items should be labeled with the child's name.
8. Uniforms must be worn for the entire school day and during school sanctioned activities (field trips, etc.)
9. Hoodies are not allowed.

Accessories:

1. Accessories that are disruptive to the educational program are not allowed.
2. Hair accessories must color coordinate with the uniform (**white, navy or red**)
3. No fake fingernails may be worn.
4. Jewelry – only **stud** earrings are permitted.
5. No facial/body jewelry allowed (lip rings, nose rings, etc.).
6. Watches are permitted for the purpose of telling time only. Smartwatches will be locked up along with other cellular devices.
7. Only natural hair colors and no distracting hairstyles are permitted. Hair must be styled neatly, away from the face.

Note: Students **must** be in full uniform each day. If there is a problem with your child's uniform, please contact the principal. You will be contacted if your child is not in full uniform each day.

***Monogramming for shirt collars: font-Basic block in navy: 1 in. high and just under 1/2 in. wide. Each letter is approximately 11mm (1/2in)

e-Funds for Schools

The Mobile County Public School System is now able to offer payment for all fees, extended day charges, field trips, snacks, etc. through e-Funds for Schools. The link is on our school's webpage:

<https://www.oldshellroadmagnetschool.com/>.

Below, are screen shots that depict the link on the webpage and the Registration Guide.



Step-by-Step Guide for Parents Getting started with e~Funds for Schools Mobile Website



CREATING A NEW ACCOUNT

1. Visit <https://payments.efundsforschools.com/v3/districts/56043/>.
2. Click on **Create an Account**.
3. Provide Requested Information.
4. Click **Create Account**.

ACCOUNT MANAGEMENT – STUDENTS

1. Log into your account.
2. Select **Manage Students** under **Manage Account**.
3. Enter student Last Name and Student State ID #.
4. Select **Add Student(s)**.
5. Repeat steps 2-4 to add additional students.



MAKE A PAYMENT

1. Select **Pay for Optional Fees**.
2. Select student.
3. Enter amount of payment.
4. Select **Begin Checkout**.
5. Choose payment method or enter new method.
6. Review items and total.
7. Select **Pay Now**.

ACCOUNT MANAGEMENT - PAYMENT INFORMATION

1. Log into your Account
2. Select **Payment Methods** under **Payment Settings**.
3. Select **New Credit Card** or **New Direct Debit** to add new payment information.
4. After entering all required information, read Consent and select **Add** to save information to account.



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Please complete the following indicating that you have read and will abide by the policies and procedures in the
Old Shell Road Magnet School Parent-Student Handbook.

Student's Name: _____

Teacher's Name: _____

Signing my name indicates that I have read and agree to abide by the policies and procedures of the 2022-2023 Old Shell Road Magnet School Parent-Student Handbook.

Parent or Guardian's Printed Name: _____

Parent or Guardian's Signature: _____

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